The Housing Lottery guides students through several rounds in selecting a room or apartment for the coming academic year. The goal is to distribute rooms fairly, within the limits of available resources. The process can be simple if you familiarize yourself with the procedures and, most importantly, adhere to deadlines. For students not obligated to the 2-year housing requirement, failure to participate and select a room or apartment could result in you not securing University housing for the coming year.

Information enclosed in red boxes is especially important!

News for 2016-17:
- Gender Inclusive roommate pairings will be permitted in the University's two- and three-bedroom apartments on South Campus. This means students may select a roommate of any gender as their roommate in a 2-bedroom or 3-bedroom apartment.
- Sheraton Syracuse University Hotel and Conference Center: Students who have NOT fulfilled their 2-year housing requirement will be eligible to select from a very limited number of double rooms on the 4th floor in the Sheraton Syracuse University Hotel and Conference Center.
- Twenty-four 4-bedroom apartments at University Village Apartments on Colvin (UVA) will be included in the University housing lottery and offered to upperclassmen who have no 2-year housing requirement.

Who is a candidate for participation?
The Housing Lottery is afforded to current residents of University housing and students returning from SU Abroad programs and COOP/Internship that meet the following qualifications.

Students residing off campus (which includes students living in fraternities or sororities), or not currently attending (on leave of absence) during spring 2016 are not eligible to participate.

To Qualify For Full Participation in the Housing Lottery - Four Conditions Must Be Met.
Failure to meet all criteria by the deadlines associated with each affects your lottery number and the rounds in which you will be allowed to participate (see Consequences of missing eligibility deadlines):

1. YOU MUST BE A CANDIDATE:
   - Spring 2016 full-time registered University housing resident.
   - Spring 2016 participant in SU Abroad/COOP/Internship programs who resided in University housing during the semester immediately prior to their SU Abroad/COOP/Internship semester. Fall 2016 residents who cancelled their spring 2016 housing to participate in their program away from campus were asked to identify their desire to participate by checking the appropriate box on the housing cancellation completed prior to departure. If they did not check the box on the cancellation, they must email housing (housing@syr.edu) to request participation.
   - Fall 2016 new SU student. SU first-year students may be indicated as future roommates by students who have not fulfilled their 2-year housing requirement. SU first-year students may ONLY be pulled-in as roommates in DellPlain, Ernie Davis, Haven, Lawrinson and Shaw Halls. The list of locations for first-year student roommate requests is subject to change. You may include an SU transfer students as future roommates in any of your undergraduate student housing except the Sheraton Syracuse University Hotel and Conference Center.
     - New students (incoming freshmen and transfers) must submit an e-mail to housing@syr.edu indicating their preference to reside with you – including your full name and your SUID number and their full name and SUID number. Housing Office staff will act as their proxy and be responsible for making their roommate selection(s) on-line and making them eligible for you to select as your preferred roommate. HOWEVER – If you are anticipating requesting a room with additional roommates, (i.e. a 4-person suite or 3-bedroom apartment) they (the new student) must also email the names of the other individuals in order for us to select them on your new student’s behalf as preferred roommates.
Current resident lottery candidates must submit to the Housing Office a completed pull-in form instructing us which round(s) you will participate and with whom. Roommate requirements vary among the rounds so you must provide the names and syr.edu email address of all possible roommate combinations you wish to have us request on your new student’s behalf. Pull-in forms are available at http://housingmealplans.syr.edu/HousingRoomLottery.cfm and from the Housing Office, 206 Steele Hall.

2. YOUR $450 ADVANCE HOUSING PAYMENT MUST BE POSTED TO YOUR MYSLICE BURSAR ACCOUNT BY CLOSE OF BUSINESS, TUESDAY, MARCH 22, 2016:

With the exception of candidates who indicate they wish to ‘Opt Out’ of participation, a bill for the $450 advance housing payment was sent to the billing address of each University housing resident and those eligible participants in SU Programs Abroad, on COOP or Internship who, prior to their departure, indicated they wished to participate. The advance housing payment must be posted to your MySlice account, or your waiver request (see below) must be approved by the Housing Office, NO LATER THAN 5 p.m., MARCH 22 to allow full lottery participation.

It’s important for you to communicate your housing plans with the person responsible for paying your University bill to ensure receipt by the deadline. We encourage you to check your MySlice account on-line for confirmation of posting of the Fall 2016 housing advance.

The University reserves the right to restrict or withhold participation in the Housing Lottery to any student whose payment is received after the payment deadline – CLOSE OF BUSINESS, March 22. The Housing Office is not responsible for the accuracy of your billing address record(s).

Payment options:
• IN-PERSON: Cash or check payments are accepted at Cash Operations windows located in the Schine Student Center and Archbold North during business hours, Monday through Friday 8:30 am to 5p.m.
• CHECK (Bills include a return envelope): Checks must be made payable to Syracuse University, drawn on a U.S. bank, and your student ID# written on the check. Third-party checks will not be accepted. OVERNIGHT CHECKS SHOULD BE MAILED TO 102 ARCHBOLD NORTH, SYRACUSE NY 13244. Payments mailed domestically (United States) can take up to 1 week to post to the student account. Payments mailed internationally can take up to 2 weeks or more to post to a student account.
• ELECTRONIC FUNDS TRANSFER (EFT) (Refer to http://bursar.syr.edu for instructions): On-line payments can take up to 2 business days to post to the student account.
• DEBIT/CREDIT CARD (Refer to http://bursar.syr.edu for instructions): On-line payments can take up to 2 business days to post to the student account. Please note you must have a negative account balance or a credit due on your Bursar account to be considered.
• WIRE TRANSFER (Refer to http://bursar.syr.edu for instructions): Bank wires could post the next day or take several days.

Waiver:
Students whose financial aid awards (grants, loans, scholarships) total 70% or more of University room, meal plan, tuition, and fees for the spring 2016 semester may request a waiver of the advance payment on-line through MySlice-Student Services-Housing and Meal Plans. Syracuse University student requests for a waiver are verified for qualification immediately against your most current enrollment semester’s financial aid records. You are sent an email confirming or denying your eligibility immediately following your request.

If you are unsure of your eligibility for a waiver, you should plan to submit a waiver request. Allow sufficient time to meet the payment deadline in the event your request is denied. A request is subject to confirmation of eligibility and must be requested on-line by the payment deadline, March 22, 2016.

Credit:
If you have a credit balance on your SU Bursar account which you would like to apply towards the 2016-17 advance housing payment:
• YOU MUST request, through the Bursar Office, that a credit on your account be applied to the Fall 2016 semester’s advance housing payment. Your request is subject to the Bursar Office confirmation a credit exists and they must authorize its allocation for the Fall 2016 housing advance payment.
• THE BURSAR OFFICE notifies the Housing Office via email of an approved credit allocation for the advance housing payment.
3. YOU MUST AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF STUDENT HOUSING BY TUESDAY, MARCH 22, 2016:

Agreeing to abide by the Terms and Conditions of Student Housing is a one-time requirement done on-line through MySlice. You have access to this screen if you are a candidate. When you agree, the date and time is recorded.

4. YOU MUST NOT ALREADY HAVE A ROOM ASSIGNMENT FROM AN EARLIER ROUND:

Once assigned you are no longer eligible to participate in the remaining rounds of the lottery.

Consequences of missing eligibility deadlines

- You must provide your receipt for payment of the advance housing payment in-person in 206 Steele Hall.
- We will verify your acceptance of the Terms and Conditions of Student Housing.
- When both eligibility requirements are verified you will be issued a lottery number from the remaining range of lottery numbers.
- See the following schedule for inclusion in lottery rounds if your eligibility requirements are fulfilled after deadlines:

<table>
<thead>
<tr>
<th>Missed Deadlines - Round Inclusion Dates</th>
</tr>
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<tbody>
<tr>
<td></td>
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<tr>
<td>*Name</td>
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<tr>
<td>Eligibility verified NO LATER THAN:</td>
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<tr>
<td>Roommate Selection</td>
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<tr>
<td>Room Selection</td>
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<td></td>
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<tr>
<td>Form:</td>
</tr>
<tr>
<td>Learning Communities &amp; 6 Person Suites</td>
</tr>
<tr>
<td>Wednesday March 23 at 1 p.m.</td>
</tr>
<tr>
<td>Paper round: Wednesday, March 23 at 2 p.m. same day results emailed by 5 p.m.</td>
</tr>
<tr>
<td>Round 1:</td>
</tr>
<tr>
<td>1 Person-Options</td>
</tr>
<tr>
<td>Thursday March 24 at 11 a.m.</td>
</tr>
<tr>
<td>No Roommates</td>
</tr>
<tr>
<td>Thursday, March 24 12 noon</td>
</tr>
<tr>
<td>Friday, March 25 9 p.m.</td>
</tr>
<tr>
<td>Round 2:</td>
</tr>
<tr>
<td>3 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 3-bedroom apartments</td>
</tr>
<tr>
<td>Monday March 28 at 9 a.m.</td>
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<td>Monday, March 28 10 a.m.</td>
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<tr>
<td>Tuesday, March 29 10 a.m.</td>
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<tr>
<td>Tuesday, March 29 3 p.m.</td>
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<tr>
<td>Wednesday, March 30 9 p.m.</td>
</tr>
<tr>
<td>Round 3:</td>
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<tr>
<td>4 Person Options (must fill to capacity)</td>
</tr>
<tr>
<td>Friday April 1 at 9 a.m.</td>
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<tr>
<td>Friday, April 1 10 a.m.</td>
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<tr>
<td>Monday, April 4 10 a.m.</td>
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<tr>
<td>Monday, April 4 3 p.m.</td>
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<tr>
<td>Tuesday, April 5 9 p.m.</td>
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<tr>
<td>Round 4:</td>
</tr>
<tr>
<td>2 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 2-bedroom apartments</td>
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<tr>
<td>Wednesday April 6 at 9 a.m.</td>
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<tr>
<td>Wednesday, April 6 10 a.m.</td>
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<tr>
<td>Thursday, April 7 10 a.m.</td>
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<tr>
<td>Thursday, April 7 3 p.m.</td>
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<tr>
<td>Friday, April 8 9 p.m.</td>
</tr>
<tr>
<td>Round 5:</td>
</tr>
<tr>
<td>Any remaining space</td>
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<tr>
<td>Monday April 11 at 2 p.m.</td>
</tr>
<tr>
<td>No roommate</td>
</tr>
<tr>
<td>Monday, April 11 3 p.m.</td>
</tr>
<tr>
<td>Monday, April 11 8 p.m.</td>
</tr>
</tbody>
</table>
Checking Your Eligibility Status
Within MyHousing (MySlice > Student Services > Housing and Meal Plans) you will see a button in the left-hand index: Housing Lottery Eligibility Check. You can also use this link to check your advance payment status and your candidate status (see To qualify for participation in the Housing Lottery, candidates must satisfy four conditions). Once you are confirmed for participation you will not have to access this link again.

Lottery Number
A random lottery number will be generated for eligible participants after the payment deadline. A random lottery number will be generated for eligible participants based upon whether you have or do not have the 2-year housing requirement.

The range of numbers for students with no 2-year requirement
1-4000

The range of lottery numbers for students with 2-year requirement
4001-and up

Lottery numbers are recorded in the Housing Office and are not transferable to another student.

IF YOU DO NOT PARTICIPATE
If you are obligated to return to University housing - Syracuse University first- and second-year students - and do not participate in the Housing Lottery, you must complete an on-line 2016-17 Fall Returning Student - 2 year requirement housing application. This application will be available on-line through MySlice beginning April 13 at 12 Noon. Applicants obligated to return to University housing are RANDOMLY assigned over the summer months as space permits. Notification of assignments is emailed in July.

Averaging
For one-person accommodations, priority is given to lowest lottery number. For multiple-person accommodations, averaging of your lottery numbers within the roommate grouping is used, with priority given to lowest average.

Opt-Out
UPPERCLASSMEN WHO HAVE FULFILLED THEIR 2-YEAR HOUSING REQUIREMENT:
Not planning to participate? Don’t want a bill for $450 sent home? Don’t want to receive all those e-mails? Opt-Out! Upperclassmen who will have fulfilled their University housing requirement at the end of the spring 2016 semester and know you will not require University housing for the 2016-17 academic year can ‘Opt-Out’ of participation in the Housing Lottery. By ‘opting-out’ you remove your name from eligibility for participation in the Housing Lottery and all Housing Lottery mailings ($450 advance housing payment billing sent to your billing address in February, and e-mails (25+) sent to eligible participants throughout the process).

SU STUDENTS WHO HAVE NOT FULFILLED THEIR 2-YEAR HOUSING REQUIREMENT
Certain you will not be returning to SU in the fall? Don’t want a bill for $450 sent home? Don’t want to receive all those e-mails? You will be able to remove yourself from all mailings related to the Housing Lottery by opting-out.

SU STUDENTS WHO HAVE NOT FULFILLED YOUR 2-YEAR HOUSING REQUIREMENT If you are obligated to return to University housing and fail to select a room during the Housing Lottery or submit an on-line returning student housing application, and register for classes for the coming year, you will be assessed the residency requirement fee - comparable to a two bedroom apartment rate for EACH OF THE REMAINING SEMESTERS OF YOUR TWO-YEAR HOUSING REQUIREMENT.
**HOW TO ‘OPT-OUT’**
Eligible students simply select Opt-Out from the MyHousing page index. A confirmation of your opt-out decision is emailed to your syr.edu email address. **PLEASE NOTE:** This feature is disabled during each roommate and room selection period.

**Gender Inclusive Housing Option**
Syracuse University offers gender inclusive housing for returning undergraduate residents. This means you may select a roommate of any gender as your roommate in a 3-bedroom apartment during round 2 or 2-bedroom apartment during Round 4 of the Housing Lottery.

**GENDER-INCLUSIVE HOUSING POLICY**
- This is offered as a choice for students participating only during the roommate selection period for Rounds 2 and 4. Students are encouraged to communicate their decision to live in gender inclusive housing with your family.
- Matching roommate choices between students of any gender and the selection of a 3-bedroom apartment during round 2 or 2-bedroom apartment during Round 4 of the Housing Lottery acknowledges that all students agree to abide by the gender inclusive housing policies as stated here.
- If unassigned at the end of Round 2 or Round 4, roommate selections will be reset to none and students will no longer be allowed to select a gender inclusive roommate for the remainder of the Housing Lottery.

**GENDER INCLUSIVE 3-BEDROOM APARTMENT**
If, after selecting an apartment a student cancels their housing or moves from the assigned apartment, the remaining students have the following options:

1. If the remaining occupants are of the same gender:
   - Remaining occupants (mutually) may identify a friend of the same gender to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
   - The Housing Office will reassign the vacancy to a student of the same gender as the remaining residents.

2. If the remaining occupants are not of the same gender:
   - Remaining occupants may be required to relocate to a 2-bedroom apartment, at the 2-bedroom apartment rate, dependent upon availability.
   - Remaining occupants (mutually) may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.

3. Remaining residents may be offered the option to ‘buyout’ the vacant third bedroom:
   - Buyout means the remaining residents agree to assume the remaining cost of the third bedroom of the departing resident for the remainder of the academic housing period – fall and spring terms.
   - This option is subject to Housing Office approval and is dependent upon availability of space and housing priorities in effect at that time.

**GENDER INCLUSIVE 2-BEDROOM APARTMENT**
If, after selecting an apartment a student cancels their housing or moves from the assigned apartment, the remaining student has the following options:
1. The remaining occupant may identify a friend to fill the vacancy.
   - Remaining occupant may identify a friend of the same gender to fill the vacancy. The remaining resident must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
   - Remaining occupant may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining resident must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.

2. In the event the remaining student does not identify a roommate, the Housing Office will reassign the vacancy to a student of the same gender as the remaining resident.

### Importance of Your University E-mail
Syracuse University's e-mail policy requires that all official University e-mail communications be sent to your syr.edu e-mail address. You are personally responsible for maintaining your email account within the allotted space quota. If you exceed your quota all of your incoming mail will be bounced back to senders. **E-mail is used extensively (25+ emails) during the Housing Lottery. We must emphasize your responsibility to monitor your e-mail's quota, ensuring receipt of all official e-mail, and reading all such email in a timely manner! For information on your e-mail's quota, visit:** [http://its.syr.edu/ecomm/sumail.html](http://its.syr.edu/ecomm/sumail.html).

### Where do I go online to participate?
Access to Housing Lottery screens is through MyHousing (MySlice > Student Services > Housing and Meal Plans) where all of the activity related to online portions of the Housing Lottery will take place.

### How Do I Participate?
Once you have satisfied the eligibility requirements listed above you will be allowed access to the Housing Lottery Room Selection screens within MyHousing. Personal information is displayed in the middle of the screen.

1. **HOME/OVERVIEW:**
   The overview page has four categories of information displayed specific to you, your housing records, and the selection timetables. This is information only. NO updates are permitted to the data displayed here.
   - **My Info**
     This will display your personal information – Name, SU I.D. number, and your SU e-mail address. When you first access this information be sure to check it for accuracy. **Your syr.edu e-mail address will be used extensively and provided to your selected roommates.**
   - **My Assignments**
     This will display your current and future University room assignments – location, room type, and with whom. Roommates’ SU e-mail addresses are also provided.
   - **My Future Roommate Requests**
     This will display the names of those students whom you have selected on-line. Items displayed are the term, the name(s) of the roommate requested, whether the request is ‘matched’ (both students have requested each other) or ‘Does not match’ (they have not yet requested you as a roommate).
My Future Room Selection Process

The My Future Room Selection Process will display important dates and times for the room selection process. Most important will be your selection time during Housing Lottery rounds. Any student who meets the eligibility requirements for a round will have selection times posted (see below):

**IMPORTANT FACTS ABOUT ROOM SELECTION TIMES:**

- With the exception of Round 1 (1-person options) a room selection time will appear on your MyHousing page after:
  - the roommate selection period has ended
  - roommate matching criteria is confirmed
  - lottery numbers have been averaged for roommate pairings

- Room selection times are allocated with **lowest averages getting the earliest times**.
- Room selection times are posted to your HOME/OVERVIEW screen and emailed to each participant no later than two hours prior to the start time of the room selection period for each round. You are responsible for checking this screen or reading your email and knowing your selection time. Only one person may select a room for your roommate group.
- A prioritized list of rooms should be developed before your selection time to expedite your search of available rooms for one your group wishes. A list of the rooms included in each round will be available at our website [housingmealplans.syr.edu](http://housingmealplans.syr.edu) under Housing Lottery.

**THE MOST IMPORTANT FACT ABOUT ROOM SELECTION TIME!**

It is very important for you to understand that everyone in your matched roommate group has been allocated the same room selection time. One person and only one person of your roommate group should select for your group at your room selection time. More than one person trying to select a room for the group at the same time may result in an erroneous assignment and the loss of your priority for selection. Prior consultation between you and your future roommates should result in identification of the person responsible for making the room selection.

2. ROOMMATES:

This page displays two items with instructions appearing in the right hand column. Rounds 2 through 4 require a correct number of matched roommates at the end of the roommate selection period for a group to be assigned a selection time for the round.

**NOTE:** ALL selected roommates are **deselected** at the conclusion of each round’s room selection for anyone not assigned during the round. Roommates must be re-selected for each round.

Roommate Requests

This displays the names of roommates selected by you, similar to the information displayed on the overview page - or - the message “You have no roommate requests” will display when no requests are recorded.

**Specify a Student as a New Roommate Request**

This allows you to select your roommates. You will need to type their last name or their syr.edu email address to identify them. If the information you submit is unique, selecting “Request Student as Roommate” will automatically select the student requested. If the information is not unique, a list of potential roommates’ names and their syr.edu email address will be displayed. Select the correct student from the list and select “Continue”. Your selected roommate will receive a confirmation e-mail that they have been selected by you.

3. HOUSING LOTTERY ROOM SELECTION:

To be “Round eligible” and assigned a selection time within any round, you must **not** have already been assigned housing and you must have met the round’s roommate requirement by the close of the roommate selection period.
You will not be permitted to select a room until your selection time has arrived. Once your selection time has begun, you will have access to selection until the end of the round or until you select a room – whichever comes first.

**WARNING** - **IMPROPER SELECTION TIME:** All room selection periods are monitored in real time. Room selections made prior to assigned selection times, however accomplished, will be immediately rescinded and the student and their roommate(s) eligibility for participation in that round and future rounds will be denied. Additionally, students may be referred to Office of Student Rights and Responsibilities if access and use of the University computing system is found to violate University policy as defined in the SU Student Handbook under ‘SU Computing and Electronic Communications Policy.’

A list of available rooms (gender-specific in residence halls) will be displayed when your selection time arrives. The list will be in alphabetical order by hall (residence hall) or by street (South Campus apartments) followed by the room within the residence hall, or building number and apartment number for apartments on South Campus.

If any member of your group selects a room, the assignment is final.

Once you have selected a room you will be brought to a screen and asked to assign beds within the room to yourself and your roommate(s), if any. On Main (North) Campus, bed number does not matter. However, bed assignments within apartments at South Campus – Chinook, Farm Acre, Lambreth, Small, Winding Ridge and Slocum Heights are associated with specific bedrooms within the apartment and the keys issued to you upon check-in. Discuss bedroom assignments with your roommate(s) ahead of your selection time.

- **2-bedroom townhouse apartments:** Bed 1 is the back bedroom; Bed 2 is the front bedroom.
- **Slocum Heights 2-bedroom apartments:** Bed 1 is the bedroom to the left as you enter the hallway; Bed 2 is the bedroom to the right as you enter the hallway.
- **3-bedroom apartments:** Bed 1 is the back bedroom; Bed 2 is the front left bedroom; Bed 3 is the front right bedroom.

Likewise, 4-bedroom apartments in UVA designate A, B, C, and D with specific bedrooms within the apartment and the keys issued to you upon check-in. For Housing Lottery purposes bed assignments will be associated as follows:

- **UVA 4-bedroom apartments:** Bed 1 is bedroom A; Bed 2 is bedroom B; Bed 3 is bedroom C; Bed 4 is bedroom D.

Select the Submit button to finalize your room selection. All members of your roommate group will be sent an automated e-mail notification of Fall 2016 room assignments. Your Home/Overview screen will then display your fall housing assignment, the names and syr.edu e-mail addresses of your fall roommates and under roommate requests will now display your roommates as “STUDENT ASSIGNED”.

**Some Issues Encountered While Selecting Roommates On-Line**

**ROOMMATE’S NAME DOES NOT APPEAR WITHIN THE SELECTION PROCESS GROUP**

- **This may be the result of:**
  1. You misspelled their name.
  2. You used their nickname.
  3. The person you tried to add already has a housing assignment.
  4. You entered TOO MUCH information – try again using less selection criteria. Using their syr.edu email is the best selection criteria to use.
  5. Your roommate is not eligible for participation in this round: The pool of possible roommates your search is drawing from consists of round eligible students only. Check the eligibility criteria listed previously and be sure your potential roommate has done everything necessary to meet the eligibility criteria before contacting the Housing Office.

**ADDED A ROOMMATE IN ERROR**

If you inadvertently add a roommate in error, simply click on the REMOVE button to the right of the name and they will be removed from your List of Roommate Requests. The system will generate an e-mail advising the student that they have been removed as a roommate request.

**ROOMMATES DO NOT MATCH**

Roommate Requests must MATCH before your roommate group can select housing. If there is a roommate request under "Roommate Requests" that DOES NOT MATCH, you cannot select housing until all roommate requests match or until that roommate request has been removed from your
“Roommate Requests”. You must either delete the Roommate Request that DOES NOT MATCH or have that student log on to their MySlice account and go to Housing and make their Roommate Requests so that they match your Roommate Requests before the end of the roommate selection period for that round.

NON-MATCHING REQUESTS AMONG MULTIPLE ROOMMATE REQUESTS
Your roommate requests may match your requests but all the roommates within your group must have all their roommate requests match each other as well. You will receive a message stating “Your requested roommates have non-matching requests among themselves” for those cases where matching is not complete. If this is not resolved before the end of the roommate selection process period ends, ALL roommates will not be permitted to select during the room selection period for that round.

Roommate Finder Service
A Facebook account went live at noon on February 2, 2016 to allow eligible students the opportunity to search the site for a roommate. During rounds 2 through 4, students must fill a room/suite/apartment to capacity. Therefore roommate(s) must be identified as matching (mutual) for participation in those rounds. Students may log into Facebook and submit a friend request to SUhousing Roommatefinder. Before accepting a friend request, Housing Office staff verifies the student is eligible for participation in the Housing Lottery – paid/waived the $450 advance housing payment and agreed to the Terms and Conditions of Student Housing via the Eligibility check on MyHousing. Once accepted, students are able to chat with each other on the wall and send messages related to their housing plans with the hopes of finding a roommate. Housing Office staff will monitor student data posted to ensure proper etiquette and civility. Improper use or abuse of the roommate finder may result in referral to the Office of Student Rights and Responsibilities for non-compliance with proper student conduct, your information removed from display, and the loss of your eligibility for participation in the Housing Lottery.

Housing Policy Reminders
NO SMOKING: Syracuse University regulations prohibit smoking on all University property.
ACADEMIC YEAR COMMITMENT: Regardless of class standing your commitment is for the full academic year-both fall and spring semesters. Room charges are billed by the semester. The term of occupancy and your financial obligation is from fall opening in August until close of residence halls in May.
TWO-YEAR HOUSING REQUIREMENT: Syracuse University first- and second-year students are required to live in University housing. Completion of the two-year requirement midway through an academic year does not exempt a student from the academic year housing commitment.
CONSOLIDATION POLICY: Residents of rooms or apartments that are not occupied at capacity may be required to relocate to comparable space within their residence hall or in another housing unit in pursuit of housing priorities. (See Relocation Application – Housing Priorities)
MEAL PLAN REQUIREMENT: All undergraduate students assigned to residence halls (both North and South Campus) and the Sheraton Syracuse University Hotel and Conference Center are required to be on a meal plan. Following the conclusion of the Housing Lottery students assigned to housing will be notified via their syr.edu e-mail address to access the meal plan management web site to select meal plans for Fall 2016 based upon your housing assignment and anticipated class status.

Opportunities to select:
Follow the correct column under Room Type in the Housing Lottery 2016 Calendar based upon your residency status at the conclusion of the spring 2016 semester (see next page).

Learning Communities and 6-person suites - this is a paper round: The form for this round is available from the Housing Office and on-line at http://housingmealplans.syr.edu/HousingRoomLottery.cfm. Directions for completing the form are provided on the back (page 2) of the Form.

Learning Communities: Application and approval through the Learning Communities Office is required before submission of a Learning Community/6-person suite Request Form. Learning Community approval does not ensure space availability. For detailed descriptions of the learning communities and how to apply, visit lc.syr.edu.
Six-person suites: There are only two 6-person suites on campus, both located in Watson Hall. You must be able to fill a 6-person suite to be eligible to submit the Learning Community/6-person suite Request Form.

Rounds 1 through 5: Each round will close at the end of the round’s room selection period or when all rooms are selected – whichever comes first. At the conclusion of round 5, any remaining unassigned lottery eligible candidates must submit an on-line returning student housing application to secure housing. The on-line application will be available on April 12 by 12 noon. Applicants’ random assignments will be posted to your MyHousing page in July.
## Housing Lottery 2016 Calendar

**LOTTERY ELIGIBILITY REQUIREMENTS:** CAMPUS RESIDENT or **Qualifying SU Abroad/CO-OP student**

**PAYMENT:** Posted to your MySlice account by Tuesday, March 22

**ACCEPT THE TERMS AND CONDITIONS:** On your MyHousing page by Tuesday, March 22

<table>
<thead>
<tr>
<th><em>Name</em></th>
<th>Room Type</th>
<th>Roommate Selection</th>
<th>Room Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-year requirement</td>
<td>No 2-year requirement</td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td><strong>Form:</strong> Learning Communities &amp; 6 Person Suites</td>
<td>Learning community approved 6 person suites available to all eligible students</td>
<td>Paper round: Wednesday, March 23 at 2 p.m.  same day results emailed by 5 p.m.</td>
<td></td>
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<tr>
<td><strong>Round 1:</strong> 1 Person-Options</td>
<td>None</td>
<td>All</td>
<td>No Roommates</td>
</tr>
<tr>
<td><strong>Round 2:</strong> 3 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 3-bedroom apartments</td>
<td>South Campus: 3-bedroom apartments  North Campus: All 3-person options</td>
<td>South Campus: 3-bedroom apartments  North Campus: Oren Lyons and Washington Arms 3-person options</td>
<td>Monday, March 28 10 a.m.  Tuesday, March 29 10 a.m.  Tuesday, March 29 3 p.m.  Wednesday, March 30 9 p.m.</td>
</tr>
<tr>
<td><strong>Round 3:</strong> 4 Person Options (must fill to capacity)</td>
<td>North Campus: All 4-person options</td>
<td>South Campus: UVA  North Campus: Haven 4-person options</td>
<td>Friday, April 1 10 a.m.  Monday, April 4 10 a.m.  Monday, April 4 3 p.m.  Tuesday, April 5 9 p.m.</td>
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<tr>
<td><strong>Round 4:</strong> 2 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 2-bedroom apartments</td>
<td>South Campus: 2-bedroom apartments or Skyhalls  North Campus: All 2-person options</td>
<td>South Campus: 2-bedroom apartments or Skyhalls  North Campus: Haven, Oren Lyons and Washington Arms 2-person options</td>
<td>Wednesday, April 6 10 a.m.  Thursday, April 7 10 a.m.  Thursday, April 7 3 p.m.  Friday, April 8 9 p.m.</td>
</tr>
<tr>
<td><strong>Round 5:</strong> Any remaining space</td>
<td>Includes any unselected space from previous rounds</td>
<td>None</td>
<td>No roommate</td>
</tr>
</tbody>
</table>

Selection times are emailed approximately 2 hours prior to the start time of each round
Deadline to cancel to reside off-campus (fulfilled 2-year housing requirement) Friday May 1 at 5 p.m.
$450 Cancellation fee charged for all off-campus and commute from home cancellations
*Numbered rounds are on-line
**In order to qualify for eligibility SU Abroad and COOP students must have lived in on-campus housing the semester immediately preceding their SU Abroad or COOP semester
Frequently Asked Questions

Q: What are my chances?
A: This is the most commonly asked question we hear during the Housing Lottery. Honestly, there is no right answer. More than 4,400 students participate in the Housing Lottery. Annual changes make prior years’ results misleading.

Q: How do friends select rooms near each other?
A: Students hoping to be placed in close proximity to their friends must coordinate their selection times. Each round’s matched roommate pairings will have their lottery numbers averaged and a selection time assigned. Friends must share their selection times to determine an overlapping time when all are eligible to be on-line.

Example:
- Group A wishes to live in a two-bedroom apartment on South Campus, as close as possible to Group B.
- Group A has a selection time of 9 p.m. on April 7 that runs until the end of Round 4.
- Group B has a selection time of 10 a.m. on April 8 that runs through the end of Round 4.

In this instance, everyone is eligible to select as of 10 a.m. on April 8. Both groups could then view and select from the same pool of available rooms.

Q: What if I cannot fill a room or apartment to capacity?
A: During rounds 2 through 4 of the Housing Lottery, participation is available to students that can fill a room/suite/apartment to capacity. Therefore roommate(s) must be identified as ‘matches’ (mutual) during the roommate selection period for the round in which they wish to participate to be issued a selection times for the round. To help students who have not identified a future roommate for the Housing Lottery a roommate finder service available on Facebook (see the description and link earlier in this publication).

Q: What if my roommate and I are not compatible?
A: It is important to put careful consideration into the selection of your future roommate as changing assignments is not likely to be an option.

Q: What if my roommate cancels or makes a housing change after selecting housing with me?
A: Our office is unable to notify you of the cancellation or change of housing assignment of your roommate. Your roommate(s) should notify you of their plans so you may plan accordingly. Your MyHousing Overview display is always up-to-date with your current housing data. You can check this information on-line anytime you need to confirm your roommate’s name and e-mail address. If your roommate cancels or relocates, you have a few options. Options available to you are limited by the date housing is informed of a cancellation:

- A new freshman or transfer is assigned to the space - either a freshman or transfer assigned by the Housing Office, or a freshman or transfer you identify as your preferred roommate. All pull-in requests must be mutual and submitted beginning May 1. Your pull-in request becomes invalid if you cancel your housing.
- A returning student is assigned to the space. This could be someone assigned by the Housing Office, or a returning student you identify as your pull-in preferred roommate (such requests must be mutual). Your request can be declared invalid for several reasons (See “Pull-In Disqualification” on the next page).
- You could be consolidated to a comparable room within your residence hall or South Campus street.

Common Mistakes to Avoid

We would like to help you avoid unnecessary mistakes that can lead to frustration and disappointment during the lottery process. Many problems can be avoided through proper planning and discussion with future roommate(s) and by doing the following:

MEET DEADLINES
By far the most avoidable mistake by participants is the meeting of deadlines. Deadlines are necessary to allow for processing throughout the lottery. Be sure you and your roommate(s) are on top of all deadlines throughout the process

ASK THE EXPERTS
Word-of-mouth advice is usually misleading, if not totally inaccurate. Housing Office staff can provide informed answers to your questions. Simply e-mail us at housing@syr.edu or stop by and speak to one of us personally. We are located in 206 Steele Hall and 210 Goldstein Student Center. Our business hours are 8:30 a.m. to 5 p.m. Monday through Friday. Also plan to attend our Housing Lottery Information Session/Open Forums to be held:

- **Wednesday, February 24, 2016 – 6:30pm** - Housing Lottery Online Information Session for Parents
- **Wednesday, March 2, 2016 – 6:30pm** - Student Housing Lottery Online Information Session
- **Tuesday, March 8, 2016 – 6:30pm** – Heroy Auditorium – Heroy Geology Building, Student Housing Lottery Information Session
- **Tuesday, March 22, 2016 – 11:30am-1pm** - Brockway Dining Center, Housing Lottery “Ask the Experts” Table-Session
- **Wednesday, March 23, 2016 – 11:30am-1pm** - Graham Dining Center, Housing Lottery “Ask the Experts” Table Session
- **Thursday, March 24, 2016 – 11:30am-1pm** - Sadler Dining Center, Housing Lottery “Ask the Experts” Table-Sessio
- **Friday, March 25, 2016 – 2pm-5pm** - South Campus Apartments Spring Open House, 145 Small Road #1 (2-bedroom), 140 Small Road #4 (3-bedroom)

**HAVE SEVERAL CONTINGENCY PLANS**

Your housing preferences – room types or locations - are likely to be on several students’ lists of preferred housing. Be prepared for this likelihood by having several alternate choices ready to save you time during your selection period.

**FLOOR PLANS, ROOM DIMENSIONS, AND VIRTUAL TOURS**

Some virtual tours are available on our web site: housingmealplans.syr.edu. Floor plans for each residence hall and some room dimensions are also available for your reference. Keep in mind that room type dimensions vary widely across campus as well as within each hall and your assigned room’s dimensions could vary significantly from those provided on our web site. Do this ahead of time and **make a prioritized list of room/apartment numbers you want.** This should be done BEFORE your selection time since once your assigned selection time arrives, other students will already be on-line to select. Use your time wisely and be prepared to select from the listing of available rooms.

**Pull-In roommate requests for a vacancy in your fall 2016 room assignment: Beginning May 1**

Beginning May 1, a student can complete an on-line pull-in request. A pull-in request can consist of two requirements:

- Your room assignment has a vacancy and you have a specific person(s) you wish to have assigned to the vacancy. In this instance you and any remaining roommates (if any) must submit a pull-in application identifying the name of your friend(s).
- Your friend’s room has a vacancy and you wish to be assigned to that vacancy. In this instance you must submit a pull-in application identifying the location (Hall/room number) and the name of your friend(s).

Housing staff have sole discretion in determining which pull-in request will be considered in order to make optimal use of residential space and in meeting housing priorities.

**HOUSING PRIORITIES**

- **First**, new first-year applicants must be assigned to a room.
- **Second**, individuals whose roommate(s) are leaving may designate specific individuals (pull-ins) to relocate to the vacancy within their room, apartment or suite. All such pull-ins are subject to the Pull-In Disqualification rule below. **All pull-in requests must be on file no later than June 15.**
- **Third, Consolidation**: Residents of rooms or apartments that are not occupied at capacity may be required to relocate to comparable space within their residence hall or in another housing unit in pursuit of housing priorities above.

**PULL-IN DISQUALIFICATION**

- The Housing Office reserves the right to deny pull-in requests for any reason, including but not limited to the following:
- The vacancy is created by a cancellation for non-academic reasons.
- Your pull-in request is for someone ineligible as a pull-in.
- You cancel or relocate from the room or apartment with the vacancy.
- Overriding housing priorities (listed above).
CANCELLATION OF HOUSING LOTTERY ASSIGNMENTS

LEAVING THE UNIVERSITY

Students who leave the University are responsible for canceling their housing through the cancellation process available on-line beginning March 23 through July 1.

1. **Withdrawing or taking a leave of absence** - You **must** process your withdrawal or leave by initiating your paperwork through your home college.
2. **Participating in an SU Abroad Program** beginning in Fall 2016. Your name will be verified against a list of future participants identified by the SU Abroad office.
3. **Participating in an SU COOP or Internship** beginning in the coming fall term.
4. **Graduating** at the end of the spring 2016 term.

Cancellations received AFTER July 1 are subject to penalties and refunds according to schedules stated in the *Tuition, Fees, and Related Policies*, available at the Bursar's Office website. Go to [http://bursar.syr.edu](http://bursar.syr.edu) and select Student – then *Tuition, Fees, and Related Policies*.

TO LIVE OFF-CAMPUS OR COMMUTE FROM HOME

**ALL cancellations of lottery assignments by students to reside off campus (those students not obligated to the 2-year housing requirement) or to commute from home will be assessed a $450 cancellation charge. Students who are considering living off campus or commuting from home should anticipate this cancellation charge in making their decision to participate in the Housing Lottery.**

Students not obligated to the University's two-year housing requirement may cancel their assignment to reside off campus or commute from home through Thursday, May 1. **After May 1, the academic year housing commitment is financially binding regardless of class standing, unless a student withdraws from the University.** Cancellation to reside off campus or to commute from home must be done in-person in the Housing Office – 206 Steele Hall or 210 Goldstein Student Center.

DURING THE ACADEMIC YEAR

With the start of the fall semester, other penalties and refunds for housing and meal plans apply. Cancellation and refund policies are stated in the *Tuition, Fees, and Related Policies*, available at the Bursar’s Office, 102 Archbold North and [http://comptroller.syr.edu/comptroller/ckfinder/userfiles/files/SUTuitionFees.pdf](http://comptroller.syr.edu/comptroller/ckfinder/userfiles/files/SUTuitionFees.pdf)